

# WebCT OWL



**Using the Wiki  
in OWL**

## Overview

The following guide will take you through the steps to using the Wiki in OWL. A Wiki is a website architecture that provides a communal area, called a Space, where users can create pages and edit pages written by others. In this guide, you will learn how to set up your own Wiki Space that can be accessed by all members of your course.

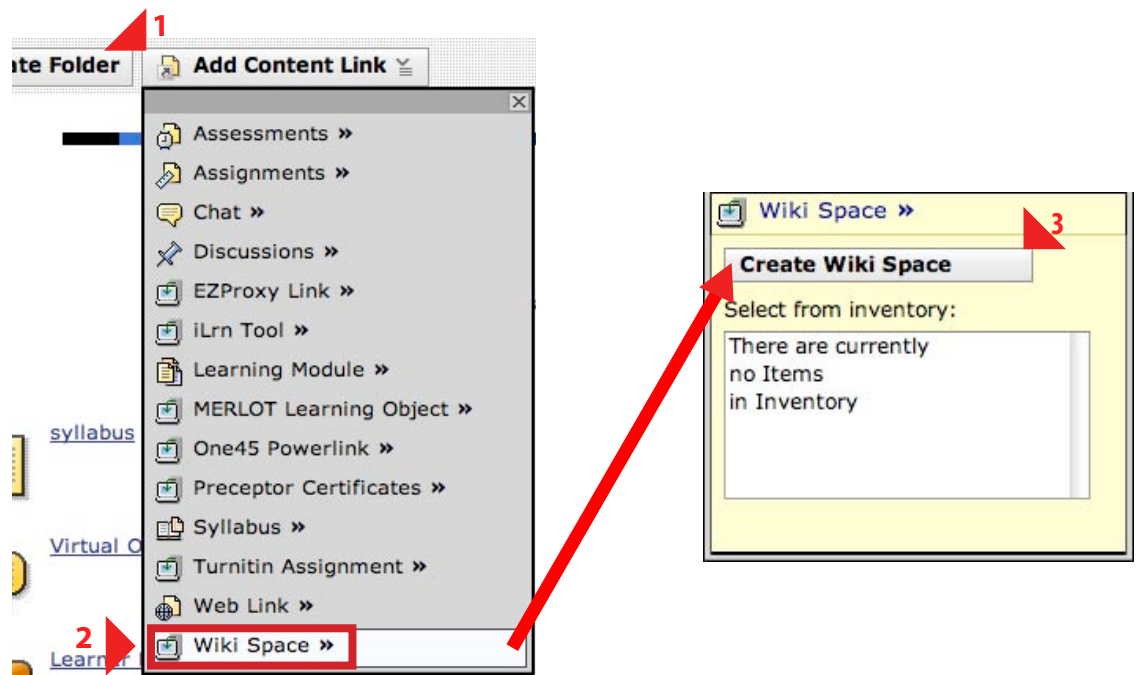
This guide will show you how to:

- Create, and link to, your Wiki Space
- Perform administration of your Wiki Space
- Delete or Refresh your Wiki Space

## Creating your Wiki Space

It is possible to have one Wiki Space at a time in any course. Start the creation process by adding a **Content Link** to your Wiki Space. On any page within your course:

1. Click on **Add Content Link**.
2. Click on **Wiki Space**.
3. In the box that appears, click **Create Wiki Space**.



The Add Content Link button appears at the top of your page.

4. On the next page,
  - (i) Type in a **Title** for your Wiki Space, then
  - (ii) Click on **Add link to wiki space**.

### 4 Create Wiki Space

i

\* Title:

Open in a new browser window

ii

\* Required field

# Creating your Wiki Space (cont.)

- A new page appears with two buttons: **Continue** and **Cancel**. To proceed with the Wiki Space creation, click on **Continue**.

## 5 Confluence wiki space request

A wiki space does not yet exist for your section. Click the *Continue* button to create this space. This may take a few minutes.



**IMPORTANT:** Depending on the enrolment in your course, the creation process could take some time. If it lasts more than a few minutes, click on **Cancel** and try again.

You will be returned to the course page, where a link to your Wiki will now be displayed.

## Performing administration of your Wiki Space

As part of the Wiki creation process, WebCT OWL enrolls all members of the course as users in the Wiki and distributes them into appropriate groups. These groups are each given a default set of permissions, based on their role in WebCT OWL.

Should you wish to change these permissions, click on the **Teach** tab, browse to the page where you added the link to your Wiki, and click on the link.



The default icon for a Wiki Space Link

This will take you to your Wiki Space. Once there:

- Move your mouse cursor to **Space**.
- From the menu that appears, click on **Space Admin**.

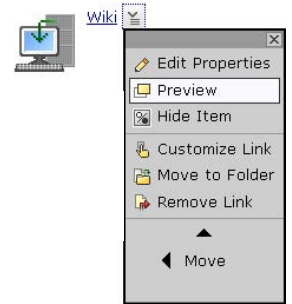
- On the next screen, click on **Permissions** from the left-hand side. The following screen will appear. Click on **Edit Permissions** to change permissions.

	Pages		News		Comments		Attachments		Mail	Space		
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
auditors	✓	✓	✓	✓	✓	✗	✗	✓	✗	✗	✗	✗
designers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓
instructors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓
students	✓	✓	✓	✓	✓	✗	✗	✓	✗	✗	✗	✗
tas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗

## Deleting or Refreshing your Wiki Space

From within WebCT, you can delete your Wiki Space if you no longer wish to have it, or refresh your Wiki Space when new students enrol in your course. (Any students who enrol after the Wiki Space creation will need to be registered as Wiki users in this fashion.)

In either case, click on the **Build** tab, navigate to the page that contains your Wiki link, click on the drop-down arrow next to your Wiki link, and choose **Preview** from the menu.



On the page that appears, click on the button next to your Wiki Space, then:

- Click on **Delete** if you wish to permanently remove the Wiki Space, or
- Click on **Refresh** to register new members of your course in the Wiki.



Confluence wiki space admin

NOTE: The operations on this page may take a few minutes to complete.

The following wiki spaces have been created for this section:

 OWL: OWL - OWL Example Section

**Please note:** if you delete your Wiki Space, the Content Link remains. Remove your Content Link from the page to prevent students from trying to access the deleted Wiki Space. You can always create a new Wiki Space at a later date, if you so wish.

The Wiki Space will remain in the inventory of Content Links, but will no longer point anywhere. For every new Wiki Space, please follow the steps outlined in this guide.

### GETTING HELP WITH ONLINE COURSES

The OWL Administrators manage and support the OWL online learning environment and can be contacted at [webct-admin@uwo.ca](mailto:webct-admin@uwo.ca). ITS instructional faculty contacts are listed at: <http://www.uwo.ca/its/itrc/webct-itrc-contacts.pdf>

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